



Management Information Systems for OVC partners

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Presentation Outline

- Management (Brief)
- Management Information Systems
- MIS Development Options for Partners

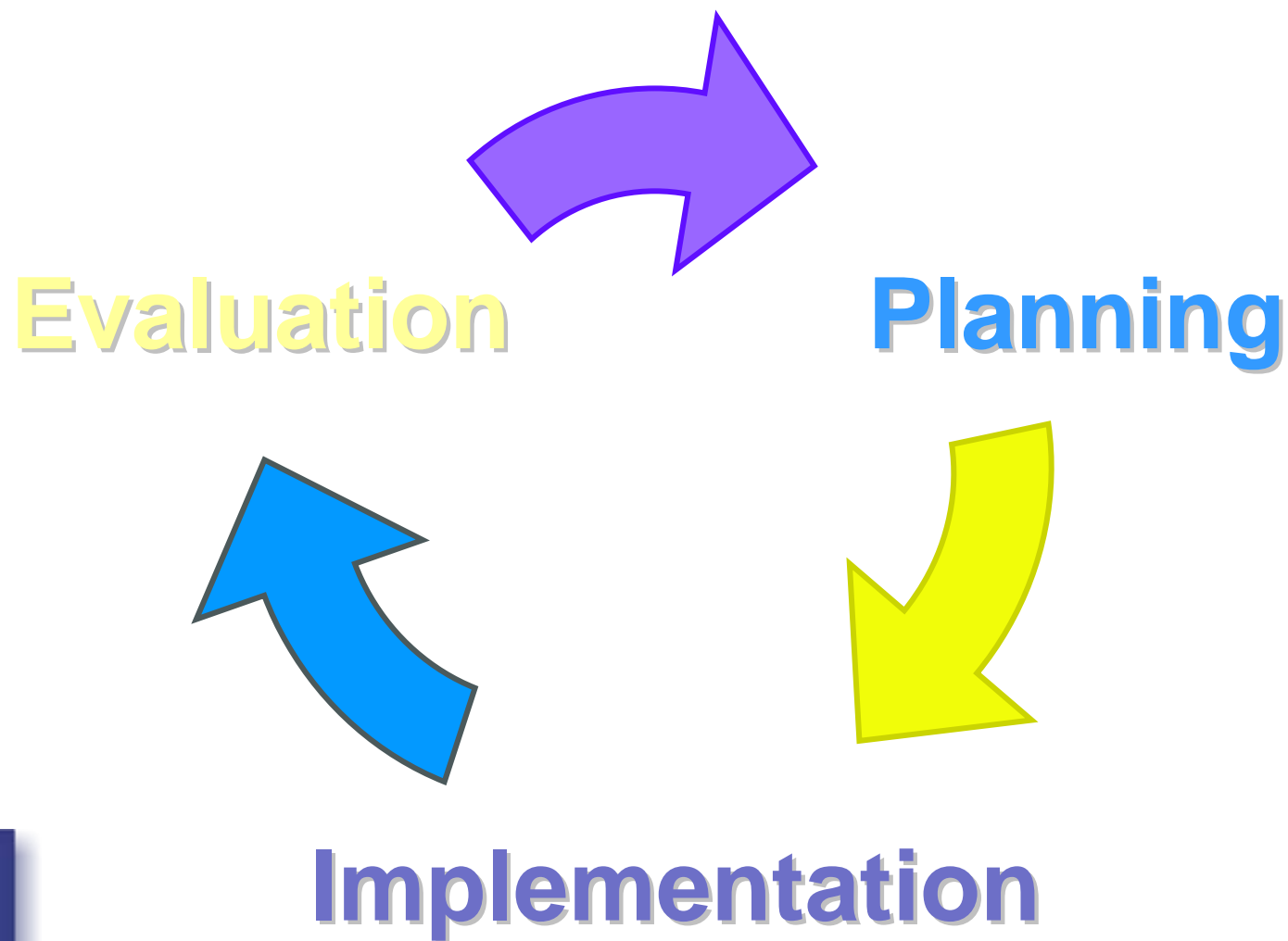
Management Concepts

- 'Getting things done!'

Management Concepts

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- Management cycle: PIE

Management Cycle: PIE



Management Concepts

- 'Getting things done!'
- Management Cycle: PIE
- Effective and Efficient Resource (5Ms) Use

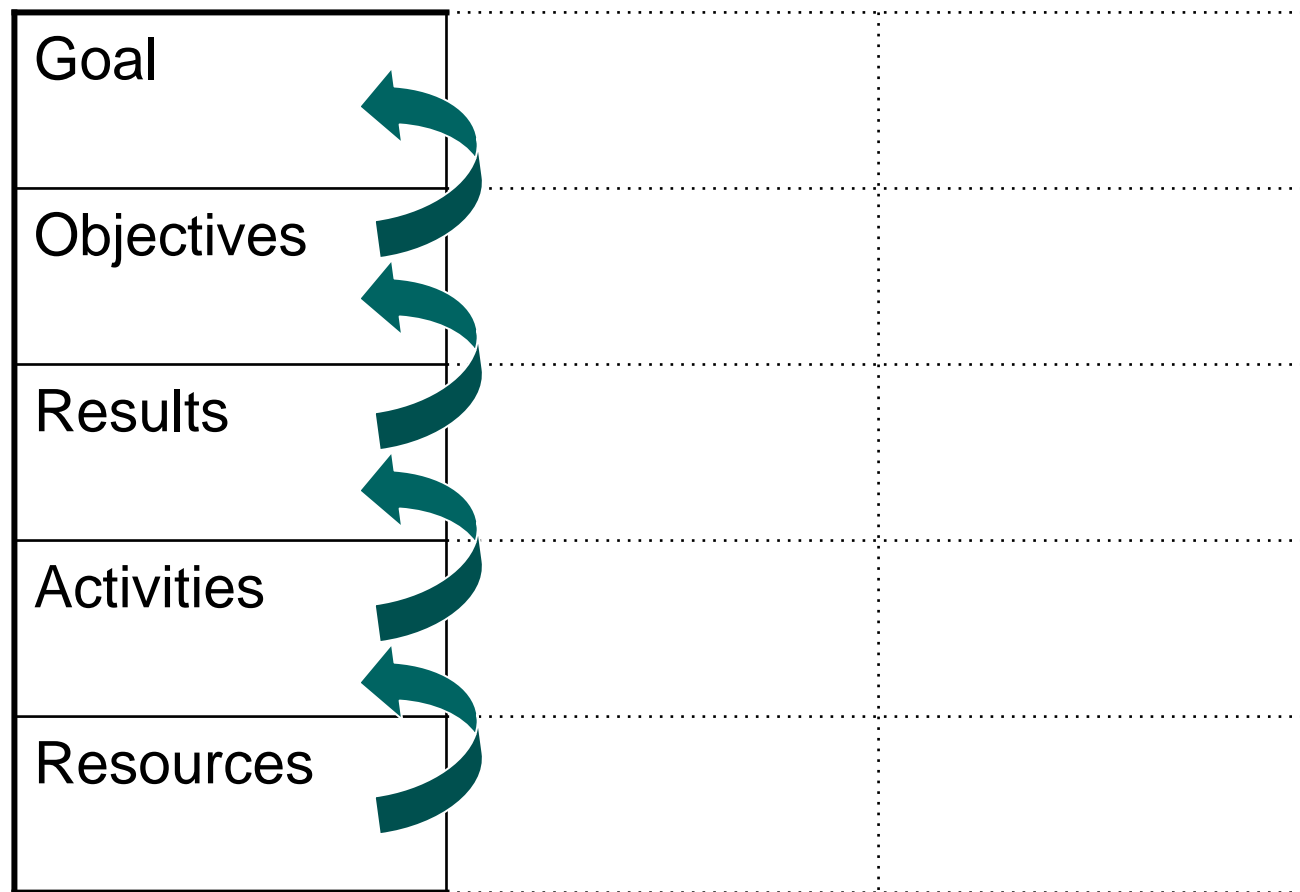
Resources: 5 Ms

- 3Ms:
 - Manpower; politically correct: human resources
 - Money; Funding
 - Material
- 4th M:
 - Methodologies
- 5th M:
 - Moments: Time

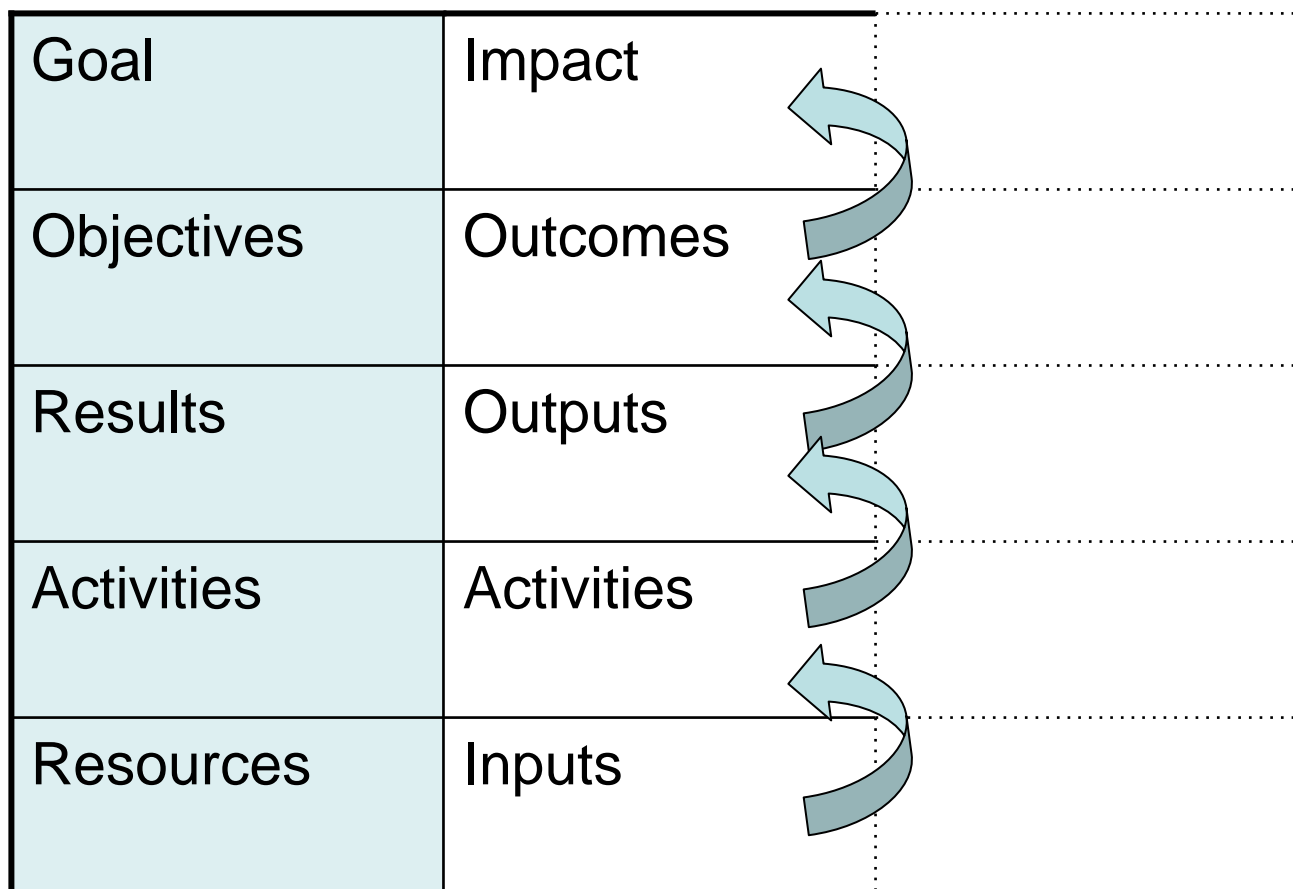
Management Concepts

- 'Getting things done!'
- Management Cycle: PIE
- Effective and Efficient Resource (5Ms) Use
- Programme Results Framework

Programme Framework



Results Framework



Example OVC Results Framework

Inputs \Rightarrow Activities \Rightarrow Outputs \Rightarrow Outcomes \Rightarrow Impact

School uniforms
School kitchens
Social workers

Orphans go
to school

Orphans
provided with
basic education
and life skills

Young adult
orphans with
economic
opportunities
and responsible
behaviours

Declining
morbidity
levels in target
population; less
orphan burden
on social
welfare system

Management Information Systems

- Why an MIS?

Why a Management Information System? -1

- To detect and investigate (health, disease, social, etc) problems and initiate remedial action
- To identify high risk groups (e.g. by age, gender, occupation); geographical areas where a problem is common, and variations over time, and therefore effectively targeting the population most affected by the problem
- To assist in planning programmes by showing which problems are significant and therefore worthy of specific intervention

Why a Management Information System? -2

- Make informed decisions regarding operations management and service delivery including effective and efficient use of resources
- Determine the extent to which the program/project is on track and to make any needed corrections accordingly
- Evaluate the extent to which the program/project is having or has had the desired impact
- To communicate effectively with decision-makers and the public
- **WHAT IS THE COMMON THEME ?**

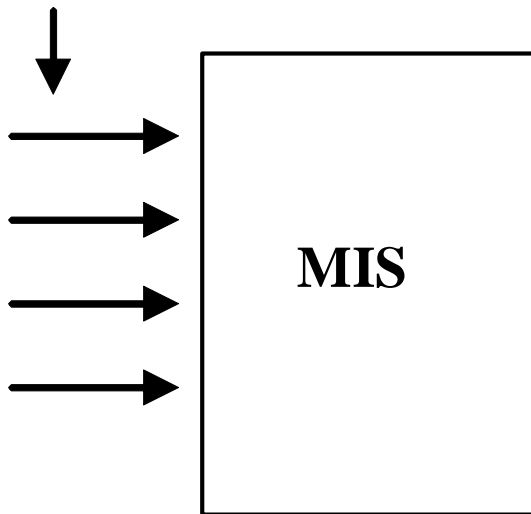
DECISION-MAKING!

Management Information Systems

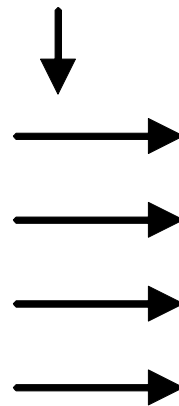
- Why an MIS?
- Continuum Data---Information---Decision-making

Decision Focus of MIS

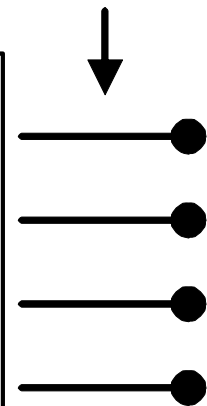
Data Flows



**Information
Flows**



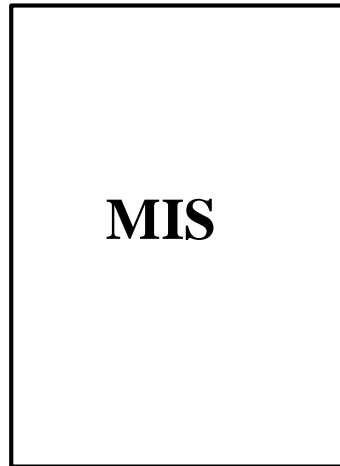
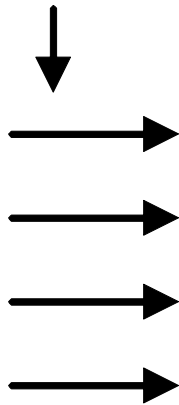
Decisions



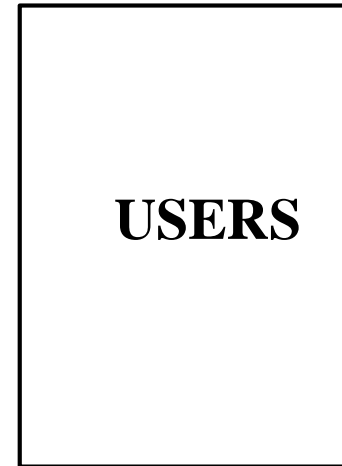
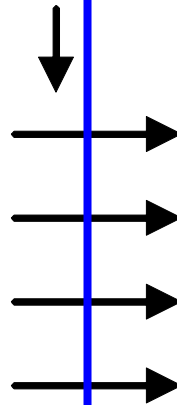
Decision Focus of MIS

SYSTEM DEVELOPMENT

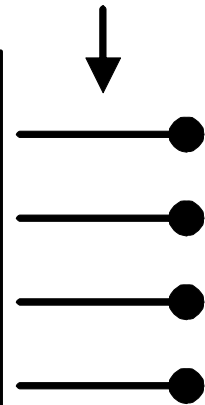
Data Flows



Information Flows



Decisions

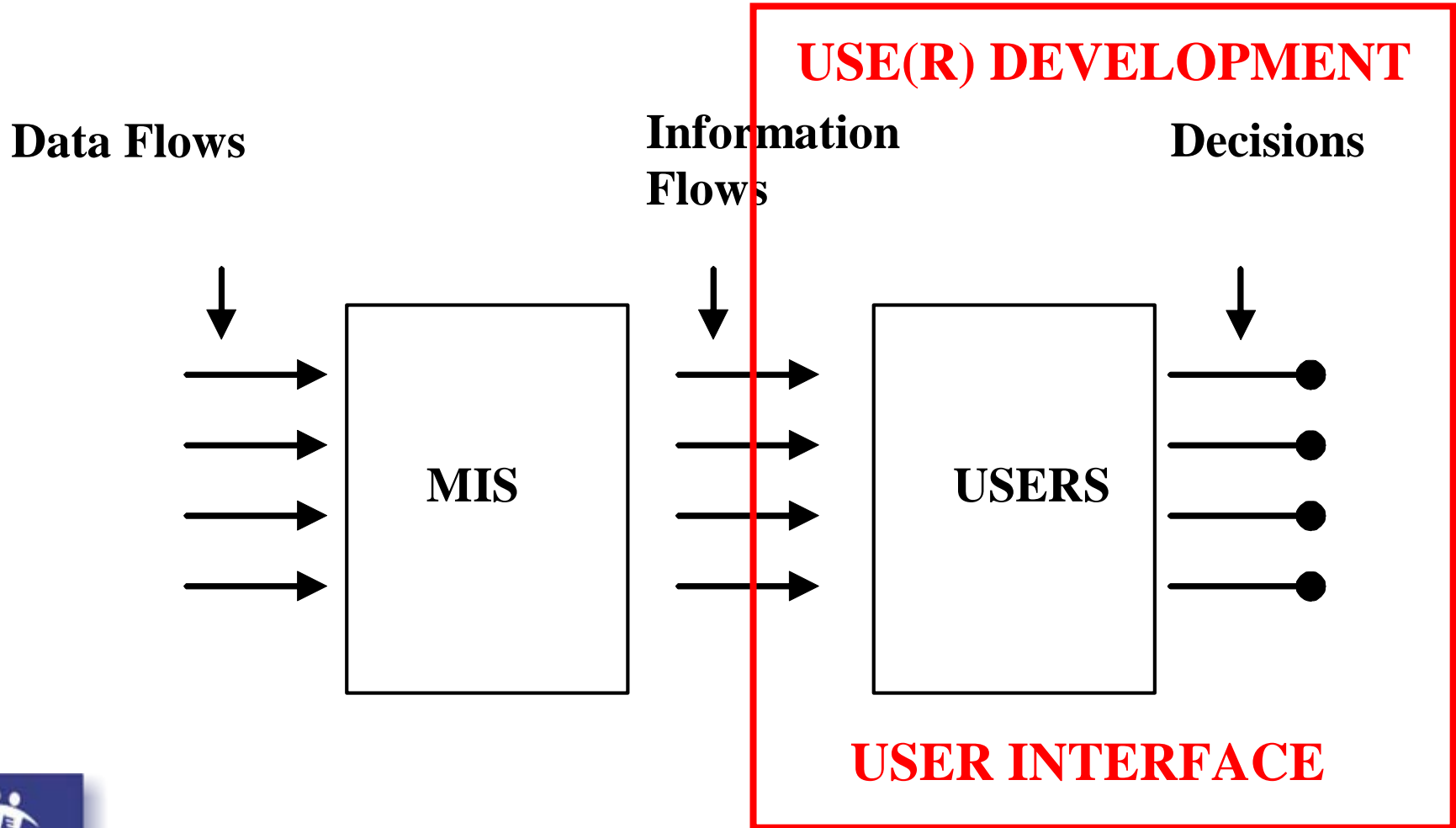


SYSTEM INTERFACE



MEASURE
Evaluation

Decision Focus of MIS



MIS Decision Focus in Practice

Information System

MIS:

- Data/Information Processes:

- Collection/compilation
- Calculation/analysis
- Reporting/dissemination

- Databanks: e.g.

- Population
- Service statistics
- Morbidity/mortality data
- Human resources
- Financial data
- Unit activities
- Transport pool
- Reports
- Other organizations info
- Other data

User Management System

Users: e.g.

- Top management
- Unit managers
- Field workers
- Planners
- Donors
- Operational staff
- Researchers
- Statisticians

Used in: e.g.

- Operational Mx
- Reviews
- Media: reports articles, minutes
- Meetings, discussions
- Funding acquisition

Information

Decisions

Actions

Management Information Systems

- Why an MIS?
- Continuum Data---Information---Decision-making
- Ten Requirements for a Quality MIS

Ten Requirements for a Quality MIS - 1

1. A dataset that is small, focused and relevant.
2. Definitions of all data items agreed by all stakeholders.
3. Simple tools, for collection, collation, analysis and reporting of data/information.
4. Indicators relevant, agreed, valid, easy, sensitive and specific.
5. Analysis done locally by data collectors themselves.

Ten Requirements for a Quality MIS - 2

6. Presentation as graphs at meetings, in-service training and workshops.
7. Feedback is regular, focused and relevant.
8. Supervision is information-focused and supportive.
9. Teamwork is encouraged at all levels; M/E is everyone's responsibility.
10. (Training in) Information use is ongoing and part of an overall 'learning-culture'.

MIS Options for Partners

- MIS Data Collection/Collation Tools
- MIS Processing Tools
- MIS IT Requirements
- MIS Human Resource Requirements
- MIS Organizational Requirements

MIS Data Collection/Collation Tools

Paper based /computer (PDA) based

- Depends on data set, use of the info, level of operator
- Difference in transferability
- Difference in accuracy; built in correction possibilities
- Cost factors: recurrent printing costs (not cheap), hardware investment and maintenance, training, time!

MIS Processing Tools - 1

- Depending on data set and complexity of info use/decision-making
- Hardware: calculators to computers
 - Concerns: costs (investment/replacement, supplies, and maintenance; time loss); training.
- Software: spreadsheets/databases/proprietary
 - Concerns: complexity of software; learning curves; costs (initial, upgrades, training, multi-copies); level of accuracy; Off-the-shelf vs Open Source; need for specifications; development cost (R300-R1000 per hour)

MIS Processing Tools - 2

Spreadsheets

- To organize numbers
- Perform calculations on numbers
- Con:
 - Lack of auditing control
 - Lack of security
 - Lack of concurrency
- Pro:
 - Simpler
 - Cheaper
 - Use to start MIS

Databases

- To organize data in what ever form
- Performs queries on data
- Con:
 - Complex architecture
 - Learning curve
 - More expensive
- Pro:
 - All data can be kept and queried
 - Audit control
 - Concurrency possible

In general the larger the number of records the more important the differences

MIS IT Requirements

- Single computer
- Network: Local/Wide Area
- Communication routes
- Peripheral attachments
- Web-based
- Concerns: complexity; cost (see previous slide); support (in-house/contract); training, control (e,g data transfer), storage (local/central)

MIS Human Resource Requirements

- Needs/Levels depending on complexity of the MIS:
 - Data capturers:
 - M/E officers
 - IT officers
 - System analysts
 - Knowledge Management officers
- General MIS knowledge among all staff
- Regular training

MIS Organizational Requirements

- Team work: Programme managers/staff & M/E staff, daily as well as in training
- Development of 'information for decision-making' or 'information use' culture
- Determining of decision-making/information/data elements
- Encouragement of data use at collection level
- Detailed specification of MIS/software/training needs, saves time, funding and expectations
- Development of an M/E Plan!

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